



National Aeronautics and Space  
Administration  
Goddard Space Flight Center

NO.	04-56
DATE	September 13, 2004
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# ANNOUNCEMENT

**SUBJECT: CALL FOR APPLICATIONS: 2005 UNDERGRADUATE STUDY (US)  
PROGRAM APPLICATIONS DUE: OCTOBER 22, 2004**

Applications are now being accepted for the Undergraduate Study (US) program for the 2005 calendar year. The Undergraduate Study (US) program is designed to encourage continual learning by facilitating part-time study at the undergraduate level. This Center-funded program will fund participants' tuition, textbooks, library fees and laboratory fees for off-site study. Further, with supervisory approval, participants may be released for up to 16 hours per week (4 hours per 3 or 4 credit course taken) from scheduled work, with pay, to attend and prepare for classes. Employees selected under this announcement will be eligible to attend courses for the Spring 2005 through Fall 2005 semesters. Program participants are expected to take at least three credits in both the Spring and Fall semesters. Although participants have the option of taking classes during the Summer semester, it is not required.

To be eligible for the US program, an applicant must be a part or full-time civil servant in a permanent position, or a full-time employee, or a NASA Excepted Employee (NEX). The applicant must have worked at NASA for at least one year, in this capacity before they can receive program funding. Additionally, applicants must have accumulated a minimum of six semester hours of college credit with a minimum grade point average of 2.5. The applicant must also be currently enrolled in an accredited college or university. The applicant may not be enrolled simultaneously in any other Center-funded academic or development program.

Each applicant is encouraged to prepare his or her application carefully. Applications must include:

- a. a request to participate in the program with:
  - i. a summary of your current job duties and responsibilities,
  - ii. proposed academic goals,
  - iii. and a statement of the potential value of your course of study to yourself, your current organization and to the NASA mission;
- b. a copy of your most recent performance appraisal (general narrative summary sheet only);
- c. endorsement from your first line supervisor with concurrence from your Division Chief (see template on web-site for what this should include);
- d. an official transcript, mailed directly to the Program Coordinator;
- e. proof of acceptance to an accredited university or college;
- f. an Academic Plan Form;
- g. a Cost Estimate Form (not to exceed \$10,000 per participant per year); and
- h. an applicant information form/checklist.

**PLEASE POST AND CIRCULATE THIS ANNOUNCEMENT**

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If you are interested in more information on the US program or would like to apply, please visit the GSFC US program web-site at <http://ohr.gsfc.nasa.gov/DevGuide/DevPrograms/us.htm> for additional information and templates. Selection of new participants will be based largely on the strength of the application package. In addition, applicants must complete a panel interview, which will be scheduled after applications are processed. Submission of an application to the program does not guarantee acceptance. Submit completed application packages by C.O.B. **October 22, 2004** through your line management to Qiuna Harris, Code 114, Career Development & Employee Worklife Office.

90 minute "Academic Program Application Writing and Interviewing Skills" workshops have been scheduled for September 27, October 4 (Wallops), 15 and 18 to help interested employees prepare for the application process. To enroll in one of these workshops, contact Tracey White at 301-286-7823.

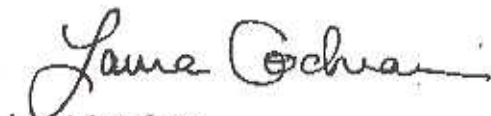
For further information, please contact Laura Cochran, US Program Manager, at 301-286-5166 (TDD: 301-286-1972), or by email at [Laura.A.Cochran@nasa.gov](mailto:Laura.A.Cochran@nasa.gov) or Qiuna Harris at 301-286-3061 or by email at [Qiuna.T.Harris.1@gsfc.nasa.gov](mailto:Qiuna.T.Harris.1@gsfc.nasa.gov).

#### Continuation Policy

Current US participants who maintain a 2.5 grade point average while in the program are eligible to apply for one additional year of participation, but acceptance is not guaranteed. Participants who wish to continue in the US program must submit:

- a. a written request for continuation in the program, including the amount of time off per week you are requesting to study or attend classes;
- b. an updated transcript;
- c. an academic plan for the coming year;
- d. a cost estimate (NTE \$10,000 per participant per year);
- e. a memo signed by participant's supervisor stating whether the supervisor agrees to release the employee during duty hours, with pay, for the 2005 calendar year and specifically how many hours per week will be granted; and
- f. a statement of the potential value of your continued participation in the program to you, your current organization and to the NASA mission.

Requests for continuation will be reviewed and recommendations will be determined. The continuation request package must be routed through the employee's line management and submitted to Qiuna Harris, Code 114, Career Development & Worklife Office, by C.O.B. **October 22, 2004**. For further information, please contact Laura Cochran, US Program Coordinator, at 301-286-5166 (TDD: x6-1972), or by email at [Laura.A.Cochran@nasa.gov](mailto:Laura.A.Cochran@nasa.gov) or Qiuna Harris at 301-286-3061 or by email [Qiuna.T.Harris.1@gsfc.nasa.gov](mailto:Qiuna.T.Harris.1@gsfc.nasa.gov).



Arletta Love  
Chief, Career Development & Employee Worklife Office